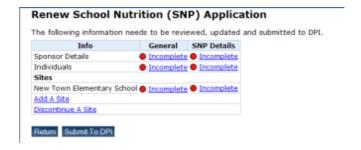
## **SNP Program Renewal**



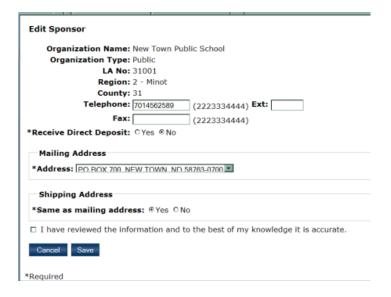
## **Enter the NDFoods System**



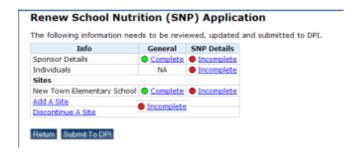
Once the renewal process is ready for the Sponsor to complete, the user will receive a notification in the Work Queue.



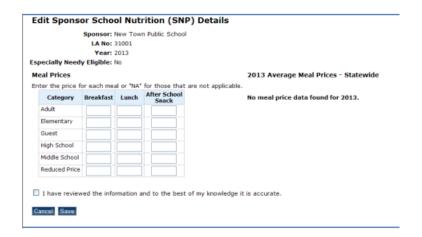
Click on "Incomplete" under the General section of Sponsor Details



Review the information and check the box and click "Save".



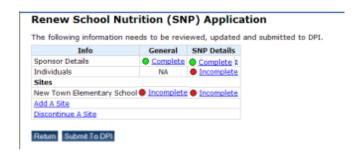
Click on "Incomplete" under the SNP Details section of Sponsor Details.



Update the meal prices for the new program year. Check the box and click on "Save".



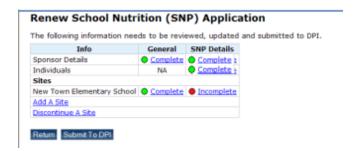
All meal prices must be completed with a number or "NA" if not applicable.



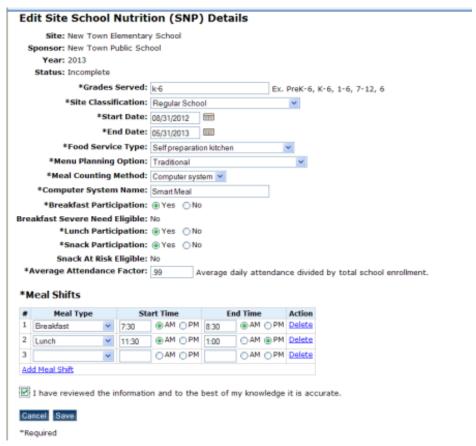
Click on "Incomplete" under the SNP Details section for Individuals.



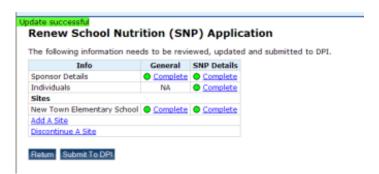
Review the information for all individuals associated with the Sponsor. Check the box and click "Save".



Click on "Incomplete" under the SNP Details section for each site listed.



Complete all of the required information and check the box and click "Save".



Once all of the information is in "Complete" status and the buttons are green instead of red, click on "Submit" to DPI for final approval.



The renewal information is submitted to DPI and is reviewed and approved, returned for changes or denied.